

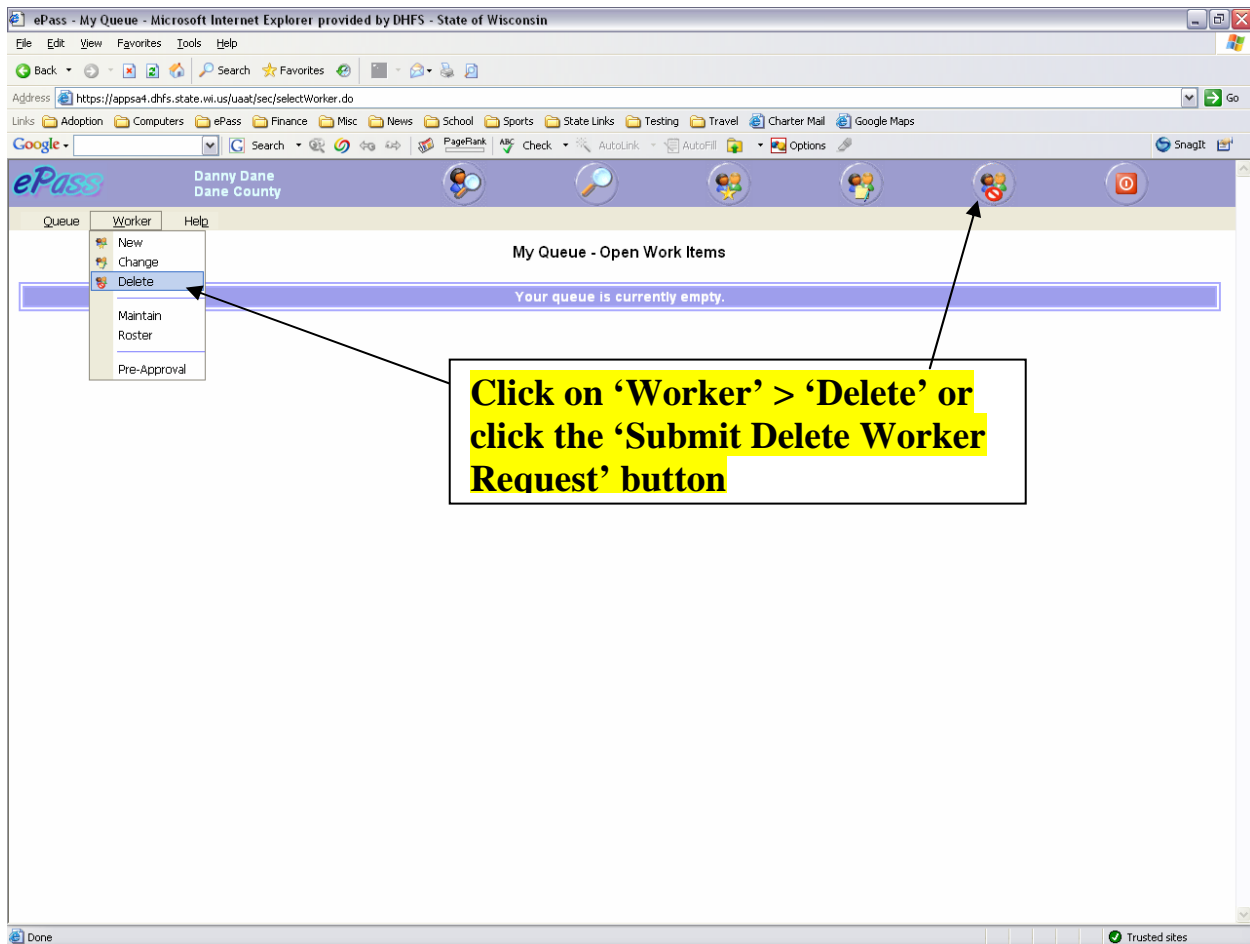
# ePASS Quick Reference Guide for County Security Delegates

## Deleting an Existing Worker

A worker's access should be deleted immediately once that worker is no longer with the agency. The delete request can be submitted up to 60 days in advance, and does not require the worker to be set to inactive first.

- If possible, the worker record should be set to 'Inactive'. This can be done via ePASS by clicking on Worker > Maintain.
    - a. There could be a few issues in setting the worker to inactive. All assignments must be closed, and the worker cannot be part of an active approval chain.
    - b. If the worker is no longer with the agency but still has pending approvals, you will need to contact the help desk to let them know the worker that has the approvals and which supervisor those approvals should go to. The approvals are then set to the supervisor at the end of the month.
- \*\*This will be an online function in eWiSACWIS in the Jan. 2006 release

1. Click on 'Worker' > 'Delete' or the  button



2. Select the worker to be deleted by clicking on their name. If the worker's name **did not** appear, their worker record was not set to inactive yet. Select 'Active' in the Worker Status drop-down to see all active workers in your county. Then click the name of the worker you wish to delete.

ePass Danny Dane Dane County

Queue Worker Help

eWISACWIS Delete Request - 1 workers found - Please select a worker to continue.

Last Name: All last names Worker Status: Inactive Cancel this request

Worker Name (ID#) Email	Phone / Location	Status	Job Class Security Group
Jennifer Anderson (6033908) _anderson.jennifer@danewis.us_	(608) 798-5800 Dane - CPO	Inactive	Social Worker Dane - Ongoing - Cps & JI Staff(e)

If you are unable to find the worker in this list or no workers were found then please verify that the worker information is correct in eWISACWIS.

The following worker details are required for each request type:

- New Requests: Worker is active and has a valid State of Wisconsin web account.
- Change Requests: Worker is active.
- Delete Requests: Worker is inactive (default) or active.
- New and Change Requests require a valid worker email address.

Use the Worker Status drop-down to find the worker that needs access deleted, and then click on worker's name

Done Trusted sites

4. Enter an effective date, and then click **Save request**. This will delete the worker's access to eWiSACWIS immediately. If the deleted worker tries to log in after the request is submitted, they will receive a '403 Forbidden' error message. You cannot enter a date more than 60 days into the future.

The screenshot shows the ePass web application interface. The browser window title is "ePass - Microsoft Internet Explorer provided by DHFS - State of Wisconsin". The address bar shows the URL "https://apps4.dhfs.state.wi.us/uuat/sec/selectWorker.do". The page header includes the ePass logo and "Danny Dane Dane County". The main content area is titled "eWiSACWIS Delete Request - Jennifer Anderson (6033908)".

Below the title bar are buttons for "Bottom" and "Cancel". The form is divided into three main sections:

- Worker Information:** A table with fields for Name, Email, Work #, Job Class, Login ID, Security Group, Location, Worker Type, and Reports Access.
- Worker WAMS Info:** A table with fields for Name, Email, User ID, and Account#.
- Supervisor:** A table with fields for Name, Email, and Work #.

The "Effective Date" field is located in the "Security Information" section. A callout box points to this field with the text: "Enter Effective Date or click on the icon to open a calendar". At the bottom of the form are buttons for "Save request", "Reset", and "Cancel".